

**HOUSING AUTHORITY
TOWN OF MONTVILLE**

MINUTES OF MEETING OF APRIL 19, 2016

1. CALL TO ORDER

Its Chairman called the regular meeting of the Housing Authority to order at 5:05 PM on April 19, 2016 in the community room at Freedom Village.

2. ROLL CALL

Present were Commissioners Fecher, Roemmele, and Sullivan. Commissioner Thomes was absent with cause. The Executive Director was also present.

3. REMARKS FROM TENANTS: No remarks.

4. REMARKS FROM PUBLIC RELATION TO MATTERS ON THE AGENDA: No remarks.

5. APPROVAL OF MINUTES

MOTION by Commissioner Roemmele, seconded by Commissioner Sullivan to approve the minutes of March 15, 2016 as submitted. Voice vote. All in favor. MOTION CARRIED.

6. APPROVAL OF PAYMENT OF BILLS

The following bills were submitted for approval of payment:

PAID IN MARCH

Atlantic Broadband	386.76	March bills
Eversource	79.79.	Final bill #80
R. Spiess	243.00	Maintenance 3/14-3/18; replaced exhaust fan & w.c. flapper - #58
Jay's Sewer Rooter	215.00	Cleared drains #15 & #58
D.J. McCarthy	470.00	Treat FV ws filters, January & February
B & W Paving	2040.00	Storm of 3/21/16

PAID IN APRIL

Payroll	4172.00	4 WEEKS
Staples	12.76	2016 calendars
Atlantic Broadband	2060.00	April cable bill
CT Comptroller, MERF	710.82	HA - \$593.47; employee - \$117.35
Eversource	1730.55	March bills
R. Spiess	180.00	Maintenance 3/28- 4/1; replace shower head & hose #31; kitchen exhaust fan #69
Montville Hardware	11.99	Keys, mouse glue traps
Home Depot	27.18	Mouse electronic repellants, toilet flapper
Sterling Superior	358.08	March rubbish collection
C. Lathrop (reimburse)	26.61	Bathroom paper towels IV & FV
Town of Montville	1482.66	April insurance payment
Groton Utilities	80.00	April IV coliform test
R. Spiess	279.00	Maintenance 4/4-4/8; kitchen faucet #64; fix wc #78
Waltham Services	242.00	April service
Beaver Electric	218.60	Replace FV building 6 photo cell
B & W Paving	5910.00	Snow removal & salt for icy conditions 4/4-5
Atlantic Broadband	398.72	April telephone bills

6. APPROVAL OF PAYMENT OF BILLS continued

R. Spiess	297.00	Maintenance 4/11-4/16; Install door closer #17 & cable box #31; purchase paint
IRS	1592.48	HA - \$471.23; employees - \$1121.25
CT Revenue Services	150.00	March withholding
CT Dept. of Labor	<u>324.33</u>	1st quarter unemployment tax
	\$23,639.73	

O & M - \$21,930.13; RMR- \$380.60; Employees - \$1,388.60

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to approve payment of bills as submitted. Voice vote. All in favor. MOTION CARRIED.

7. CORRESPONDENCE

From STIF, Feb. interest of \$116.81 and Mar. interest of \$126.41 for total balance of \$365,728.22

03/01/16 From Fire Marshal's Office, notice that bi-annual Fire and Safety Inspection will be conducted on 4/22
03/03/16 From Groton Utilities, notice of satisfactory results from March IV coliform testing
03/16/16 From HA to tenants in #51 & #60, letters regarding repetitive nuisances
03/21/16 From HA to Atlantic Broadband, a letter regarding HA's tax exempt status
04/06/16 From People's United Insurance, an e-mail regarding HA's renewal of Workers' Comp insurance
04/28/16 From Fire Marshal's Office, a change in the schedule for the inspection to May 20

8. REPORTS

A. ACCOUNT BALANCES: Checking account balance is \$127,520.71 and STIF account balance is \$365,728.22.

B. OCCUPANCY: Units 33, 58, and 80 have been rented. Tenants in units 40, 41, and 53 have passed on. #'s 40 & 41 have been cleared and #41 is being prepared for re-rent for the new tenant.

C. TENANT PROBLEMS: Nothing new to report at this time.

D. QUARTERLY REPORT: ED stated that all the items in the report that was circulated via E-mail is accurate except for the item on the Asset page dealing with "Unexpired Insurance". Because there was a refund last year for that year and the year before of \$801 and \$2,056, she is having trouble adjusting that account. She will produce a correct quarterly for the next meeting.

9. OLD BUSINESS: No old business.

10. NEW BUSINESS

A. EXECUTIVE SESSION

MOTION to go into executive session at 5:25 PM by Commissioner Sullivan, seconded by Commissioner Roemmele for the purpose of discussing a replacement for the Executive Director. Voice vote. All in favor. MOTION CARRIED.

The meeting was reconvened at 6:00 PM. The Chairman announced that no action had been taken.

B. DISCUSS APPOINTMENT TO AUTHORITY: No action taken.

11. REMARKS FROM PUBLIC: No remarks.

12. REMARKS FROM COMMISSIONERS: No remarks.

13. ADJOURN

MOTION by Commissioner Sullivan, seconded by Commissioner Roemmele to adjourn at 6:15 PM. Voice vote. All in favor. MOTION CARRIED.

Respectfully submitted: _____ Carol J. Lathrop, Executive Director